



**City of Bristol  
Board of Finance Meeting  
March 28, 2017**

A meeting of the Board of Finance was held on Tuesday, March 28, 2017 at 6:30 p.m. in the Council Chambers of City Hall, 111 North Main Street, Bristol, Connecticut. The following were in attendance: Chairperson Cheryl Thibeault, Vice Chairman John Smith, Mayor Ken Cockayne, Commissioners Ron Burns, Jake Carrier, Orlando Calfe, Derek Czenczelewski, Mike Fiorini and Mike LaMothe. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

**March 21, 2017**

**Ladies and Gentlemen:**

The Regular Board of Finance Meeting will be held on Tuesday, March 28, 2017 at 6:30 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

**Agenda**

1. Call to order  
*Pledge of Allegiance*
2. Public Participation
3. Consent Agenda
  - a. Approval of minutes from the Regular Board of Finance Meeting - February 28, 2017
  - b. Registrar of Voters: Transfer of \$1,100 within the Registrar's operating budget
  - c. Personnel: Transfer of \$2,457 within the Personnel operating budget
  - d. Code Enforcement: Additional appropriation of \$85,776 within the Special Grants and Donations Fund
  - e. Bristol Development Authority: Transfer of \$1,350 within the Community Development Block Grant Fund
  - f. Cemetery Commission: Additional appropriation of \$2,000 within the Special Grants and Donations Fund
4. Committee Reports:
  - a. Insurance Committee - March 22, 2017
  - b. Purchasing Committee - March 28, 2017
  - c. Banking & Audit Committee - March 28, 2017
5. Personnel/Corporation Counsel: Approval of a Workers' Compensation Settlement
6. Personnel: Transfer of \$13,500 from the General Fund Contingency Account
7. Police Department:
  - a. Transfer of \$8,600 from the General Fund Contingency Account
  - b. Additional appropriation of \$34,400 within the Special Grants and Donations Fund
8. Comptroller's Office:
  - a. Resolution amending resolutions increasing the appropriation for the Beals Senior Community Center Project by \$800,000 for an aggregate appropriation of \$2,960,700

- b. Resolution amending resolutions increasing the borrowing authorization for the Beals Senior Community Center Project by \$800,000 for an aggregate appropriation of \$2,960,700
  - c. Resolution amending the resolution increasing the appropriation for the Muzzy Field Improvements Phase I/II Project to \$2,825,000
  - d. Resolution amending the resolution increasing the borrowing authorization for the Muzzy Field Improvements Phase II Project to \$2,825,000
- 9. New Business:
  - 10. Old Business:
  - 11. Any other matter to come before said meeting
  - 12. Adjournment

**PER ORDER OF THE CHAIRPERSON**  
Cheryl Thibeault

**1. Call to order**

Chairperson Thibeault called the meeting to order at 6:30 p.m.

*Pledge of Allegiance*

**2. Public Participation**

**3. Consent Agenda**

- a. Approval of minutes from the Regular Board of Finance Meeting – February 28, 2017
- b. Registrar of Voters: Transfer of \$1,100 within the Registrar's operating budget
- c. Personnel: Transfer of \$2,457 within the Personnel operating budget
- d. Code Enforcement: Additional appropriation of \$85,776 within the Special Grants and Donations Fund
- e. Bristol Development Authority: Transfer of \$1,350 within the Community Development Block Grant Fund
- f. Cemetery Commission: Additional appropriation of \$2,000 within the Special Grants and Donations Fund

Commissioner Smith made a motion which was seconded by Commissioner LaMothe "To approve the consent agenda and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**4. Committee Reports:**

- a. Insurance Committee – March 22, 2017

Commissioner Smith gave the report of the Insurance Committee which met on March 22 with PMA and Segal Consulting. Workers' Compensation claims are down resulting in a budget reduction, along with health claims, but discussion is still being held on the final budget numbers for health. Departments were asked to budget a zero increase in health. Segal will provide another round of numbers through March 31 in mid-April. The Committee also discussed purchasing an insurance policy for Corporation Counsel, which Commissioner LaMothe expressed he did not believe this was necessary.

Commissioner Fiorini made a motion which was seconded by Commissioner Smith "To award 2P17-050 Disability and Life Insurance Program to National Insurance." Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Commissioner Fiorini made a motion which was seconded by Commissioner Smith "To accept the Insurance Committee report as presented and place on file." Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**b. Purchasing Committee – March 28, 2017**

Roger stated the Purchasing Committee met before the Board of Finance and discussed a revision to the Debarment Policy when there is a change of ownership. The State of Michigan's Debarment Policy was used as a sample. After Corporation Counsel's review, the Purchasing Committee accepted the change. It was discussed if the 25% or greater share of ownership was enough, and the Committee felt it was. The revised policy will take effect April 1.

Commissioner Calfe made a motion which was seconded by Commissioner Smith "To accept the revised Debarment Guidelines and place on file." Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Commissioner Calfe made a motion which was seconded by Commissioner Smith "To accept the Purchasing Committee report as presented and place on file." Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**c. Banking & Audit Committee – March 28, 2017**

Cheryl reviewed the Banking & Audit Committee meeting which met right before the Board of Finance meeting. The auditor's performance was successful with the audit filed on time, but there were bumps in the road with staff changes of the middle manager, continuity of information with the change in staff causing duplication of efforts on the City staff. After a very robust discussion it was agreed the Committee will meet again and invite the auditors to the meeting in May to review the internal controls and lay the groundwork for expectations to have a stellar performance for this year's audit that is less time consuming for internal staff. This will be year three of the audit contract with a decision to renew for two one year terms after.

Commissioner Carrier made a motion which was seconded by Commissioner Smith  
"To accept the Banking & Audit Committee report as presented and place on file."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**5. Personnel/Corporation Counsel: Approval of a Workers' Compensation Settlement**

Commissioner Calfe made a motion which was seconded by Commissioner Czenczelewski  
"To approve a Workers' Compensation settlement to Thomas Killiany."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**6. Personnel: Transfer of \$13,500 from the General Fund Contingency Account**

Commissioner Burns made a motion which was seconded by Commissioner Smith  
"To transfer \$13,500 from the General Fund Contingency Account to the Personnel operating budget and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**7. Police Department:**

**a. Transfer of \$8,600 from the General Fund Contingency Account**

Commissioner Czenczelewski made a motion which was seconded by Commissioner Smith  
"To transfer \$8,600 from the General Fund Contingency account to Operating Transfer Out and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**b. Additional appropriation of \$34,400 within the Special Grants and Donations Fund**

Commissioner Fiorini made a motion which was seconded by Commissioner Smith  
"To make an additional appropriation of \$34,400 within the Special Grants and Donations Fund for the 2017 Distracted Driving High Visibility Enforcement Grant and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**8. Comptroller's Office:**

**a. Resolution amending resolutions increasing the appropriation for the Beals Senior Community Center Project by \$800,000 for an aggregate appropriation of \$2,960,700**

- b. Resolution amending resolutions increasing the borrowing authorization for the Beals Senior Community Center Project by \$800,000 for an aggregate appropriation of \$2,960,700**
- c. Resolution amending the resolution increasing the appropriation for the Muzzy Field Improvements Phase I/II Project to \$2,825,000**
- d. Resolution amending the resolution increasing the borrowing authorization for the Muzzy Field Improvements Phase II Project to \$2,825,000**

Commissioner Smith made a motion which was seconded by Commissioner Czenczelewski "In the absence of objection, I move the adoption in a single motion of the resolutions presented under items 8a, 8b, 8c, and 8d of the agenda of this meeting, making appropriations and authorizing borrowing for the following capital projects: Beals Senior Community Center Project and Muzzy Field Improvements Phase I/II, the reading of said resolutions into the minutes to be waived and the full texts of the resolutions as presented at this meeting to be incorporated into and made a part of the minutes of this meeting and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner LaMothe	Yes	Commissioner Smith	Yes
Commissioner Calfe	Yes	Mayor Cockayne	Yes
Commissioner Fiorini	Yes	Commissioner Carrier	Yes
Commissioner Burns	Yes	Commissioner Thibeault	Yes
Commissioner Czenczelewski	Yes		

Following a roll call vote in which there was no opposition, the Chairperson declared the motion carried.

**RESOLUTION AMENDING RESOLUTIONS INCREASING THE APPROPRIATION FOR THE BEALS SENIOR COMMUNITY CENTER PROJECT BY \$800,000 FOR AN AGGREGATE APPROPRIATION OF \$2,960,700**

RESOLVED, That the resolutions of the Board of Finance approving increases in the appropriation for the Beals Senior Center Project approved August 28, 2012 and June 25, 2013 be amended to read as follows:

(a) That, pursuant to Section 25 of the City Charter, the Board of Finance of the City of Bristol hereby determines that it is necessary to increase the appropriation for the Beals Senior Community Center project originally approved by the Board of Finance on May 16, 2011 and by the Joint Board on June 2, 2011. The original appropriation of \$2,160,700 appropriated therefor should be increased by EIGHT HUNDRED THOUSAND DOLLARS (\$800,000) for an aggregate appropriation of TWO MILLION NINE HUNDRED SIXTY THOUSAND SEVEN HUNDRED DOLLARS (\$2,960,700).

(b) The aggregate appropriation may be spent for design and construction costs, equipment, materials, engineering fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project. The Board of Finance, subject to approval by a joint meeting by the City Council and Board of Finance, may reduce or modify the scope of the project if funds are insufficient to complete the entire project, and the entire aggregate appropriation may be spent on the project as so reduced or modified. The additional appropriation is subject to approval by a joint meeting by the City Council and Board of Finance.

- (c) The \$2,960,700 appropriation is to be funded from borrowing less any grants received for the project.

RESOLUTION AMENDING RESOLUTIONS INCREASING THE BORROWING  
AUTHORIZATION FOR THE BEALS SENIOR COMMUNITY CENTER PROJECT BY \$800,000  
FOR AN AGGREGATE APPROPRIATION OF \$2,960,700

RESOLVED, That the resolutions of the Joint Board approving increases in the appropriation and borrowing authorization for the Beals Senior Center Project approved September 11, 2012 and July 9, 2013 be amended to read as follows:

RESOLVED,

- (a) That under authority of and in compliance with the City Charter and any other acts of the General Assembly of the State of Connecticut thereto enabling, the Board of Finance of the City of Bristol hereby determines that it is necessary to amend the bond resolution approved by the Board of Finance on May 16, 2011 and by the Joint Board on June 2, 2011 authorizing borrowing in the amount of \$2,160,700 to finance the appropriation for the Beals Senior Community Center Project by increasing said borrowing authorization by EIGHT HUNDRED THOUSAND DOLLARS (\$800,000) for an aggregate borrowing authorization of TWO MILLION NINE HUNDRED SIXTY THOUSAND SEVEN HUNDRED DOLLARS (\$2,960,700), if approved by a joint meeting of the City Council and the Board of Finance.

- (b) That the City hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 and, if applicable, pursuant to Section 54A(d) of the Internal Revenue Code of 1986, as amended, that project costs may be paid from temporary advances of available funds and that the City reasonably expects to reimburse any such advances from the proceeds of borrowings, including qualified tax credit bonds, in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Mayor or Acting Mayor and the Agent or Vice Agent of the Board of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the City pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

RESOLUTION AMENDING THE RESOLUTION INCREASING THE APPROPRIATION FOR THE  
MUZZY FIELD IMPROVEMENTS PHASES I/II PROJECT TO \$2,825,000

RESOLVED, That the resolution of the Board of Finance approved on October 27, 2015 increasing by \$325,000 the aggregate \$2,500,000 appropriation for improvements at Muzzy Field, as approved by the Joint Board on November 10, 2015, be amended to read as follows:

- (a) That, pursuant to Section 25 of the City Charter, the Board of Finance of the City of Bristol hereby determines that it is necessary to undertake the improvements at Muzzy Field, including for improvements to Muzzy Field, including gateway improvements, additional parking, ADA seating improvements, a new press box, and a new roof, and any related improvements to heating, insulation,

electric system, lockers, fixtures, plumbing, and building exterior; and the aggregate appropriation of TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) appropriated therefor as approved by the Board of Finance on February 25, 2014 and on December 16, 2015, and by the Joint Board on March 11, 2014 and January 13, 2015, should be increased by THREE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$325,000) for a total appropriation of TWO MILLION EIGHT HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$2,825,000). Said aggregate appropriation includes the \$1,000,000 approved by the Board of Finance on April 25, 2012 and by the Joint Board on May 21, 2012 as part of the 2012-2013 Capital Budget, and the \$1,500,000 approved by the Board of Finance on May 5, 2013 and by the Joint Board on June 6, 2013 as part of the 2013-2014 Capital Budget.

(b) The appropriation may be spent for design and construction costs, equipment, materials, site improvements, engineering or other consultant fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project. The Board of Finance, subject to approval by a joint meeting by the City Council and Board of Finance, may reduce or modify the scope of the project if funds are insufficient to complete the entire project, and the entire appropriation may be spent on the project as so reduced or modified. The appropriation is subject to approval by a joint meeting by the City Council and Board of Finance.

(c) The aggregate \$2,825,000 appropriation is to be funded from borrowing less any grants received for the project.

RESOLUTION AMENDING THE RESOLUTION INCREASING THE BORROWING  
AUTHORIZATION FOR THE MUZZY FIELD IMPROVEMENTS PHASE II PROJECT TO  
\$2,825,000

RESOLVED, That the resolution of the Board of Finance approved on October 27, 2015 increasing by \$325,000 the aggregate \$2,500,000 borrowing authorization to fund the appropriation for improvements at Muzzy Field, as approved by the Joint Board on November 10, 2015, be amended to read as follows:

(a) That under authority of and in compliance with the City Charter and any other acts of the General Assembly of the State of Connecticut thereto enabling, the Board of Finance of the City of Bristol hereby determines that it is necessary to amend the bond resolution as approved by the Board of Finance on February 25, 2014 and on December 16, 2015, and by the Joint Board on March 11, 2014 and January 13, 2015, authorizing aggregate borrowing in the amount of TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) to finance the aggregate appropriation for improvements at Muzzy Field by increasing said borrowing authorization by THREE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$325,000) for a total borrowing authorization of TWO MILLION EIGHT HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$2,825,000), if approved by a joint meeting of the City Council and the Board of Finance.

(b) That the City hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 and, if applicable, pursuant to Section 54A(d) of the Internal Revenue Code of 1986, as amended, that project costs may be paid from temporary advances of available funds and that the City reasonably expects to reimburse any such advances from the proceeds of borrowings, including qualified tax credit bonds, in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Mayor or Acting Mayor and the Agent or Vice Agent of the Board of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind

the City pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

**9. New Business:**

Mayor Cockayne made a motion which was seconded by Commissioner Smith

"To bring the EDA Grant Application to the table"

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Mayor Cockayne made a motion which was seconded by Commissioner Smith

"To make an additional appropriation of \$2 million within General Fund funded by Unassigned Fund Balance for the City Match of the EDA Grant for the Centre Square Infrastructure Project and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Commissioner Smith questioned what the City's chances are of receiving the grant.

Justin Malley stated he is always confident, but it is a two part grant process. The first part was completed in November and the second part is due by April 13, with a sixty day timetable for approval. Mayor Cockayne stated this project would be done with or without the grant. Senator Murphy's office has been working with BDA on this grant.

Mayor Cockayne made a motion which was seconded by Commissioner Smith

"To make an additional appropriation of \$2 million within the Capital Projects Fund funded by a Transfer in from the General Fund and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**10. Old Business:**

Commissioner Czenczelewski questioned if a bid waiver was approved last month for the concession trailer. It was stated a bid waiver was not requested at last month's meeting.

**11. Any other matter to come before said meeting**



## 12. Adjournment

Mayor Cockayne made a motion which was seconded by Commissioner Smith

"To adjourn at 7:00 p.m."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Attest:

A handwritten signature in black ink, appearing to read "Glenn S. Klocko". The signature is fluid and cursive, with the first name "Glenn" being the most prominent part.

Glenn S. Klocko  
Board of Finance Clerk